

# District 5 and 10 Program and Project Management

## A&E Contract Outreach

August 3, 2023

9:00 am to 10:30 pm

Via Webex

# Agenda

9:00 AM – Welcome & Purpose of the Outreach

9:05 AM – Roundtable Introductions

9:20 AM – Office of Civil Rights

9:25 AM – Calmentor

9:30 AM – Contract Overview

9:45 AM – DPAC A&E Negotiation Deadlines

10:00 AM – Compile Questions & Break

10:15 AM – Questions and Answer Session

- Prime will hold offsite virtual networking sessions.
- Official responses to be posted to DPAC website.

10:30 AM – Adjourn

# Purpose of Outreach

General Information Sharing

Office of Civil Rights Opportunity

CalMentor Program

Contract Overview & DPAC Updates

Networking and Partnering Opportunities

Question and Answer Session

# Consultant Roundtable Introduction

Participant Name and firm title

Services your firm provides/Personnel Current Certifications

Goal for Attending this Event (for Non-Caltrans Participants)

Are you planning to be a

- Prime or sub-consultant
- Primes are encouraged to host separate team building online virtual meeting.

Goal for attending this event (for non-Caltrans participants)

# Disclaimers

The information provided in this event does not constitute a solicitation or offer of any contract with Caltrans.

For this outreach, the scope of work, duties, contract, amount, schedule, and all aspects of the contract are not final.

Information provided is preliminary and subject to change.

# **Non-Discrimination Policy Statement (Title VI)**

Caltrans ensures that no person in the state of California is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in Caltrans programs, policies, procedures, activities, and services on the grounds of race, color, national origin, sex, age, or disability.

For more information on the Title VI of the Civil Rights Act of 1964 at Caltrans, please visit:

<http://dot.ca.gov/programs/civil-rights/title-vi>

# District Small Business Team



Richard Myerscough  
District Small Business Liaison  
District 5 (San Luis Obispo)  
(805) 556-5302

[D5.smallbiz@dot.ca.gov](mailto:D5.smallbiz@dot.ca.gov)

Traci Adams  
District Small Business Liaison  
District 10 (Stockton)  
(209) 986-3499

[Traci.Adams@dot.ca.gov](mailto:Traci.Adams@dot.ca.gov)

<https://dot.ca.gov/programs/civil-rights/dsbl-contact-list>

(Statewide DSBL contact list)

# Office of Civil Rights (OCR)

- Disadvantage Business Enterprise (DBE) Program Overview
- DBE Eligibility & Certification Process
- DBE Statewide Goal: 22.2%

## DBE Questions:

- Contact the DBE “Analyst of the Day” at (916) 324-1700 or email [DBE.certification@dot.ca.gov](mailto:DBE.certification@dot.ca.gov)
- Email the OCR Outreach Branch at [SmallBusinessAdvocate@dot.ca.gov](mailto:SmallBusinessAdvocate@dot.ca.gov)
- Visit the OCR website at <https://dot.ca.gov/programs/civil-rights>

# DBE Program Overview

## Eligibility:

- The business must be at least 51% owned by a socially and economically disadvantaged individual(s): Presumptive groups include women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian-Americans, or any individual found to be socially and economically disadvantaged on a case-by-case basis
- The business's last 3-year average gross receipts cannot exceed \$23.98 million (varies by industry)
- Personal net worth of the disadvantaged owner(s) cannot exceed \$1.32 million
- Owner(s) duties must include managerial and operational control of the business
- Must be independently owned and operated

## Online Certification process:

- <https://Caltrans.dbesystem.com/>

## Program Overview, Certification and Contracting Video:

- <https://www.youtube.com/user/CaltransD5>

# Calmentor Program

## What is It?

- Mentor/protégé program

## How does it work?

- We partner with ACEC to promote partnerships with the private consulting industry
- Encourages new business
- Grows existing business
- Promote small and emerging businesses contracting with the State of California
- Supports SBE, DBE and DVBE firms in the Central Region
- Voluntary participation through acceptance and screening of completed application from mentors and protégé's

The program is currently accepting new members. Please reach out to Stacey Kauinana at [stacey.kauinana@icf.com](mailto:stacey.kauinana@icf.com) for more information or registration forms.

# Calmentor Program

## Mission, Goals, and Objectives

### Mission Statement

The Mission of the Calmentor Program is to increase the pool of small firms participating in transportation projects by providing them opportunities to network and partner with larger, established firms.

### Goals and Objectives

- Establish a mentoring Program that pairs small firms with larger, established firms in the same field of expertise
- Enhance the growth potential of small firms
- Ensure that both small and large firms have equal opportunities to participate in transportation projects
- Establish a clear, accessible entry point for small firms that want to do business with Caltrans or other public agencies
- Develop business relationships that foster new opportunities for both large and small firms
- Encourage small firms to obtain certification from appropriate agencies
- Increase the pool of small business

# Calmentor Program

## Participants

### Participants

- Participants of the Program are Mentors, Proteges, Sponsors, and/or Steering Committee members.
- Mentors are large, established firms who are typically prime consultants willing to commit time to help small firms achieve their growth potential.
- Proteges are small firms who are seeking A&E contracts with Caltrans or other public agencies.
- Caltrans Region District CSU is the program's primary sponsor whose aim is to facilitate the growth of small firms. Any public or local organization may join to co-sponsor the Program.

# Calmentor Program

## Contract Information for Central Region

### Public Sector Members

- Camillo Prandini – Caltrans Central Region Services
  - [Camillo.Prandini@dot.ca.gov](mailto:Camillo.Prandini@dot.ca.gov)
- Jin Thao – Consultant Services Unit
  - [Jin.Thao@dot.ca.gov](mailto:Jin.Thao@dot.ca.gov)

### Private Sector Members

- Lori Goodwin – Chairperson
  - [Lori.Goodwin@nv5.com](mailto:Lori.Goodwin@nv5.com)
- Julianita Jauregui, Co-Chairperson
  - [Julianita.Juaregui@stantec.com](mailto:Julianita.Juaregui@stantec.com)

### Central Region Calmentor Program Website

<https://dot.ca.gov/Caltrans-near-me/district-6/district-6-programs/d6-calmentor>

# General Information

## Project Management – District 5

- Location: District 5 – Administered out of Central Region
- Cost: Contract estimated value is \$800,000 to \$1,300,000
- Duration: Contract term is 3 years
- Target DBE goal: TBD (Range 10% to 15%)
- Existing Contract #: 06A2597
- Current Consultant: TRC Engineers, Inc.
- Work Performed: Project Management

# County Locations

## District 5

### District 5:

- San Benito County
- Monterey County
- San Luis Obispo County
- Santa Barbara County

# **Tentative Schedule**

## **District 5 - Program/Project Management**

### **(Subject to Change)**

Advertisement – Week of 08/21/2023

SOQ Due – Week of 09/18/2023

Interview – Week of 10/02/2023

Cost Negotiation – Week of 11/27/2023

Award & Execution – Week of 12/04/2023

# General Information

## Project Management – District 10

- Location: District 10 – Administered out of Central Region
- Cost: Contract estimated value is \$3,200,000 to \$5,200,000 million
- Duration: Contract term is 3 years
- Target DBE goal: TBD (Range 10% to 15%)
- Existing Contract #: 06A2597
- Current Consultant: TRC Engineers, Inc.
- Work Performed: Project Management

# County Locations

## District 10

### District 10:

- Amador County
- Alpine County
- Calaveras County
- San Joaquin County
- Tuolumne County
- Mariposa County
- Merced County

# **Tentative Schedule**

## **District 10 - Program/Project Management**

### **(Subject to Change)**

Advertisement – Week of 08/21/2023

SOQ Due – Week of 09/25/2023

Interview – Week of 10/09/2023

Cost Negotiation – Week of 11/27/2023

Award & Execution – Week of 12/04/2023

# Scope of Work

## Program/Project Management Contract

### Required Services:

The Consultant shall perform consultation, research, professional and technical services required for Program/Project Management Services on an “as-needed” basis including, but not limited to:

- Initiating, planning, researching, executing, monitoring, controlling, and closing processes for a capital project
- Cooperative agreements, freeway agreements, route adoptions, workplan development and updating, communication plans, charters, project performance output tables, risk management plans, project resource and schedule management (PRSM)
- Coordination and collaboration, risk registers, quality assurance/quality control, project status, communication and distribution of project records or information, lessons learned, closeout reports, records archived, planned vs. actual reports, project scope, project schedule, project cost, stakeholder involvement, integration
- Preparation and attendance of internal project meetings, other Caltrans meetings, and public meetings
- Program management, project management processes and guidelines, funding verification
- Develop, update, and analyze project cost, estimates, budget and expenditures

# Typical Personnel Requirements

## Consultant Contract Manager

- 5 years as Consultant Manager for Program/Project Management Services contracts
- Minimum 5 years of demonstrated experience acceptable to Caltrans in Program/Project Management Services work
- Minimum 5 years demonstrated experience acceptable to Caltrans as a Project Manager delivering highway projects
- Shall be a Registered Professional Engineer (Civil) licensed in the State of California in good standing with the California State Board of Professional Engineers, Land Surveyors, and Geologist at all times during the Contract period
- Shall be an employee of the Prime.

# Typical Personnel Requirements

## Consultant Task Order Manager

- Coordinate the Consultant Task Order operations
- May be someone other than the Consultant Contract Manager
- Shall be the primary contact for the assigned Task Order

# Typical Activities

- WBS 100
  - Initiating & Planning of each project phase
  - Execution & Control of each project phase
  - Close Out each project phase
  - Provide other Program/Project Management work as needed (see SOW for more WBS)

# DPAC

## A&E Negotiation Phase

[https://youtu.be/mGgVEnUJ\\_S8](https://youtu.be/mGgVEnUJ_S8)

A&E Negotiation Phase Video Deadlines – June 2022  
Presented by Richard Yost

# Division of Procurement and Contracts

(DPAC)

Your Procurement Partner

## Caltrans Website ADA Compliance

- With Section 508 of the Federal Rehabilitation Act for persons with disabilities

## Safe Harbor Rate Program

- Continues at a rate of 90% - 120% until California's proposal is approved by FHWA.

## Personnel Additions

- Additions will not be allowed within 6 months of Request for Qualifications (RFQ) start date, regardless of execution date.

## Advertisement Period

- All advertisements will be for 30 calendar days

## Main Contact for Documents and Questions

- [AECustomer.Service@dot.ca.gov](mailto:AECustomer.Service@dot.ca.gov)

# Websites

- Caltrans Website:

<https://dot.ca.gov/>

- Caltrans, Division of Procurement and Contracts (DPAC) A&E Website:

<https://dot.ca.gov/programs/procurement-and-contracts>

- Look Ahead Report:

<https://dot.ca.gov/programs/procurement-and-contracts/ae-contract-information>

# Networking and Partnering Opportunity

A list of all today's attendees will be posted on the DPAC Website with Prime-Consultants and Sub-Consultants for your reference.

Utilize the list to form your potential team partners

Are you planning to be a:

- Prime or sub-consultant and
- Primes to possibly host teaming Webex? (Advertise in OCR Events calendar)

# Question and Answer Session

Outreach information including questions and answers will be posted on the DPAC A&E website:

<https://dot.ca.gov/programs/procurement-and-contracts/ae-contract-information/a-e-outreach-events>

# Closing

Thank you for attending this A&E outreach event. We look forward to seeing your SOQ submittals!